



***SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING
May 13, 2022***

Good Afternoon,

Please be aware that City offices will close at noon on May 27th, 2022 and will remain closed until May 31st, 2022 to observe Memorial Day. On that note, flags will be placed at Veterans Park and in other areas of the City during this period and will remain up for Flag Day and July 4th.

Congratulations are in order for City employee, Mike Mills. He has been promoted to Water System Supervisor. Mike is a long-time employee of the City and is uniquely qualified for this position. He has an excellent work record and a great working relationship with co-workers and vendors alike.

We would like to welcome Ethan Dent to our Planning and Community Development Department. He is a high school student who will be working as an intern through a program provided by the Columbia County Chamber of Commerce.

Thanks to all employees who worked long hours last Friday afternoon due to the storm that passed through our area. Several tons of storm debris have been cleared this week and we commend our employees for a job well done.

PUBLIC SERVICE ANNOUNCEMENT TO RESIDENTS:

*The CDC has recently revised its guidelines for COVID-19, helping communities determine steps to take based on the most current data by introducing COVID-19 Community Levels (Low, Medium, and High). Currently, Grovetown is at a **LOW** level. This means that the CDC recommends staying up to date with COVID-19 vaccines and getting tested if you have symptoms. You may choose to mask at any time; mask recommendations may change if cases and hospitalizations in the area begin to rise. The pandemic has impacted City operations at all levels, including some of our third-party providers. Various departments may at times operate with smaller crews due to COVID-19. Employees are required to quarantine according to CDC guidelines after contracting or being exposed to the virus. Their absences, while temporary, may*

negatively affect the City's ability to provide on-time services. The City would like to thank residents in advance for their understanding during this time.

Please be aware that there is an ordinance against illegal parking and this ordinance is being enforced. Also be aware that our City has a tree ordinance. Before cutting a tree, please contact Planning and Community Development for guidance on this matter.

We have several job openings in the City. For those who may be seeking employment, please visit our website at www.cityofgrovetown.com.

If your trash can is missed during pickup, please contact Grovetown City Hall at 706-863-4576, Ext. 450.

Human Resources

Personnel Count

- Number authorized = **144** full-time.
- Number employed = **127** full-time.
- 1 part-time (Museum).
- 5 part-time/as needed (Firefighters)

Vacancies (17)

- 3 Road Patrol Officer
- 2 Public Safety Dispatcher
- 1 Police Operations Lieutenant
- 1 PT Firefighter/EMT
- 1 Water/Sewer Service Technician
- 1 Sewer Plant Operator Class 3 License
- 1 Sewer Plant Operator Trainee
- 1 Light Equipment Operator (Sewer Dept.) [using 4 temp. employees to augment staffing]
- 1 Light Equipment Operator (Streets) [using 6 temp. employees to augment staffing]
- 1 Heavy Equipment Operator 2 (Streets)
- 1 Light Equipment Operator (Parks & Recreation)
- 1 Water/Sewer/Maintenance Supervisor
- 1 Lab Analyst
- 1 Administrative Assistant Municipal Court
- 1 ***Frozen Position***

Hiring Actions

- 1 Light Equipment Operator-Water & Sewer Systems-Stormwater Department started on 5/9/2022
- 1 conditional job offer for Light Equipment Operator-Water & Sewer Systems-Sewer Department on 5/6/2022

Safety/Training/Wellness

- Safety Talk: **The Hazards of Heat and The First Aid for Heat Stroke**

Worker's Comp Claims

- Nothing to report

Additional information

- Processed additional applications and preparing for interviews
 - Scheduling additional interviews for other jobs as we receive enough completed applications from qualified applicants
 - Processing pre-employment paperwork and backgrounds on several potential employees
 - Preparing conditional job offers for several applicants
 - Coordinating harassment training through LGRMS
- Conducted open enrollment on several days in various locations throughout the City

Finance

- Met with City's investment broker to discuss long term plans during a rising rate environment
- Staff Accountant completed internal audit of City-owned assets
- Continued preparation for the LOST meetings to be held with the County
- Worked with Planning and Development to identify process for City to have LAP (Local Administered Project) certified employee on staff; Finance Department will be responsible for assisting with the required procurement process for LAP projects
- Purchasing Coordinator and Staff Accountant prepared proposal for job functions with the incorporation of a new budgeted employee in FY 2022-2023

Police Department

Police Department arrested 9 subjects during this period:

- 3 for DUI
- 1 for Driving Without a License
- 1 for Child Molestation
- 1 for Warrant Through Richmond County Sheriff Office
- 1 for Rape
- 1 for Possession of Controlled Substance
- 1 for Possession of Schedule I Drugs and a Warrant for Columbia County S.O.
- Criminal Investigation Division had 5 cases assigned and closed 5 cases
- Congratulations to Ms. Naise Gordon for her dedication and being honored as Employee of the Month for April.
- All sworn personnel successfully completed an online class titled "Transporting Prisoners" for the month of April.
- Kudos to the Criminal Investigation/Vice and Narcotics Division for their aggressive enforcement in apprehending and removing dangerous drugs and dealers from the streets of the City of Grovetown.

Fire Rescue

- Fire Department responded to 18 calls:
 - 11 medical calls and 7 fire calls.
- Chief Kent attended the quarterly Local Emergency Planning Committee meeting on May 11th, 2022.
- Conducted department asset inventory with Kristal Singletary from the Finance Department
- We would like to wish Lt. Josh Rote and Firefighter Matthew Whaley a happy birthday this week!

Leisure and Recreation (L&R) Services

General

- Leisure and Recreational Shop: Cleaned, organized shop, washed vehicles, and cut grass
- Liberty Park: Cut grass
- City Hall: Cut grass
- Harvestwood: Cut grass
- Planning and Zoning: Cut grass
- Euchee Creek Trails: Cut grass, trimmed brush along trails
- Municipal Court: Cut grass
- 201 E Robinson Ave.: Cut grass
- Flower Garden: Cut grass

Rental & Member Updates

- 5 new rental contracts with 5 contracts returned with payment
- Facilities and fields were utilized a total of 51 hours
- 1 new gym membership

Fleet Maintenance

- **Stormwater/Sewer**
 - Bobcat: Repaired bucket cylinders
 - Gravely mower: Routine service
 - Ford F-250 utility truck: Routine service
 - Chevy Silverado: Routine service
- **Street Department**
 - GMC Sierra 3500: Routine service
 - Mower trailer: Repaired flat tire
 - Chevy Silverado: Routine service
- **Public Safety**
 - GMC 2500: Routine service
 - Chevy Tahoe: Routine service
- **Leisure and recreation**
 - John Deere mower: Replaced ignition
 - John Deere mower: Routine service

Facility Maintenance

- A total of 16 work orders for this week: 5 at City Hall, 2 at Police Department, 1 at Sewer Plant, 4 at Liberty Park, 2 at Court House, and 2 at the Street Department.

Programs

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM
- Red Cross Blood Drive: May 14th at Liberty Park from 8AM-4PM
- Queen Diva's Line Dance Class: May 21st and June 11th from 12PM-4PM
- Grovetown Summer Jam: June 25th at Liberty Park from 5PM–10PM

Information Technology

- Focused on meetings that provided demonstrations for a Grovetown-branded cellphone application
 - The 3rd and last meeting scheduled for May 24th
- Found internet and phone interruptions after the bad weather of Friday the 6th
- Finished our research for our Computer Monitors Refresh Project to find good models at the best price
- Started inquiry on how best to handle upcoming end of life for the Internet Explorer browser
 - Internet Explorer will no longer receive security updates after June 15th, creating possible vulnerabilities in the network
- Began necessary discussions to practice and codify a Cyber Incident Response
- All users will receive an invite to begin our new Cyber Training modules on Monday the 16th with Pollock Company
- Monitoring everything on our network from our office
 - We have logged into the same application that our Helpdesk and Cybersecurity uses
- This week's Call for Service volume was fairly normal at 14
 - Issues mostly resulted from the storm and a few calls for passwords or connectivity issues

Public Works

Streets and Sanitation Department

- Crews worked tirelessly on the aftermath from Friday's storm
- Bulk and yard waste were up again this week to 31.83 tons
- Litter pick-up was down a little to 22 bags of litter on the main thoroughfare
- Street sweeper cleaned from W Robinson Ave. to Wrightsboro Rd.
- Potholes and driveways were fixed and cleaned on Summerfield and the corner of Howell St.
- Cutting low hanging limbs on Newmantown Rd.
- Ran litter detail throughout the week and weekend

Sewer Department

- Jetted drain at the effluent
- Ran daily checks on all lift stations

- Cleaned polymer filter at WWTP belt press

Stormwater Department

- Cut retention ponds:
 - Reynold Cir.
 - Caroleton Dr.
 - Sierra Ln.
 - Liberty Hills
- Cleared ditch line on Harlem Grovetown Rd. near Lake Forest
- Assisted the Sewer Department in cleaning the polymer filter

Environmental Compliance

- Conducted grounds maintenance at the plant
- Pressed over 20 tons of sludge
- Conducted permit-required and process control testing of raw and treated wastewater
 - All treated water samples were in compliance
- Monitored lift stations and WWTP during power outages due to storm on 5/6
- Assisted with road closures and storm clean up on 5/6
- Collected samples from area streams as part of the City's long term water quality monitoring program
- Tested water quality samples in house and sent some to local lab for analysis
- Completed Consumer Confidence Report
- Conducted daily inspections of 8 lift stations
- Troubleshoot and repaired one faulty chemical feed pump on the WWTP
- Began compiling data and writing the Annual Watershed Protection Plan
- Conducted maintenance on the polymer feed system

Water Department Reports

- Locates (19 total)
- Work orders (82 total)
- Histories (6 total)
- Water leaks repaired (6 total)
- Replaced 1 damage water meter
- Assisted Stormwater Dept. with flagging while stormwater ditch was being cleaned out
- Started cleaning fence line and the brush area at 3rd Ave. water tank
- Flow and pressure test was performed
- Raised a sampling point up 10 inches
- Ran 5 monthly samples
- Removed pipes and post for new gas tank installation at the barn

Infrastructure Inspections

- Developmental infrastructure inspections this week: 28
- Existing infrastructure inspections: 2
- Inspector is attending Wastewater Class 3 training throughout the month
- Fiber boring is ongoing:
 - Euchee Lake Subdivision
 - Arbor Landing
 - Berzelia Commons

Sparkle Carwash

- Contractors are on-site and brick work is almost complete; they are on the roof working on siding and paneling and the fence is complete

Deer Hollow Section 3

- McElmurray contractors on-site and are installing 8” sewer gravity main, sewer service laterals, and storm pipe and storm manholes; they are having issues with more granite rock slowing down their progress

Brighton Park Apartments

- Contractors on-site building homes, framing, etc.; appliances are now being installed in some of the built apartments and no other infrastructure work is going on

Brighton Woods Phase 2

- Checking on punch list items

Dunkin Donuts

- Contractors are on-site grading and prepping the parking lot for asphalt and framing up more sidewalk to be poured with concrete

Milton Hitt Rd.

- Contractors are on-site and all 3 bore shots have been completed; 1st bore shot 71’, 2nd bore shot 418’, and 3rd bore shot 40’; contractors are tying into the HDPE pipe from the bore shots and will tie into the existing 2’ wheel valve shortly

2001 Lake Forest Dr.

- Waiting on crew to complete work

Hardy Dr. and Spring St.

- Assisted Ricky Norris and crew with raising a 1” water service and curb stop repair for samples to be taken at this site

Planning and Community Development

General

- The first draft of the City’s revised Sign Code has been released and is available on Facebook and at the City’s website. Concerned members of the public are invited to submit questions via email to Jonathan Bush at jbush@cityofgrovetown.com and attend the **May 19th** Planning Commission and **May 26th** City Council work session where the new code will be considered.
- The Code Enforcement team has developed a yellow “warning” door hanger that will be dropped off for first notice of code enforcement violations when property owners are not available to receive a verbal warning. Owners will continue to generally be given 5-7 days to come into compliance before a formal Notice of Violation is issued, as has been standard.
- Our Director of Planning and Community Development, Ronnie Kurtz, attended the Cyber Education, Research, and Training Symposium (CERTS) on behalf of the City on May 10th at the Augusta Marriott at the Convention Center. He heard from a panel discussing service perspectives on the execution of workforce training and education.

- 3 of our Planning Commissioners attended the Georgia Department of Community Affairs' Community Planning Institute on Jekyll Island on May 12th-13th. The topic of the training was "Preparing and Implementing Your Comprehensive Plan," and focused on reviewing Georgia's planning requirements, how to effectively engage constituents, and the mechanics of effective plan implementation tools.
- 110 total building inspections

Meeting Update

- Planning Commission
 - 5/19 Meeting:
 - Rivercrest Townhomes Preliminary Plat: Request to approve with variance to alter road alignment.
 - Consider amendments to City Sign Code.
- BZA
 - 6/2 Meeting:
 - 302 Hardy Drive: Request to encroach side yard setback for a parking structure.

Code Enforcement Update

- 3 signs removed from Public ROW
- Overgrown Vegetation
 - 22 Warnings
 - 10 NOVs
- Parking Violations
 - 1 Warning
- 6 responses to civil concerns
- 4 permit checks for construction jobs within the city
- 29 cases deemed in compliance

DEVELOPMENT PROGRESS CHART

DATE: May 13, 2022

<u>Sr. No.</u>	<u>PROJECT NAME And Project Details</u>	<u>Building Permits Issued</u>	<u>CO Issued</u>	<u>% of Project Completed</u>	<u>Comments</u>
<u>Commercial</u>					
<u>1</u>	<u>Dunkin Site</u>	<u>1</u>			<u>Site work is ongoing</u>
<u>2</u>	<u>Sparkle Car Wash</u>	<u>1</u>			<u>Site work is ongoing</u>
<u>3</u>	<u>Therapy Trails</u>	<u>1</u>			<u>Expect site work to begin soon</u>
<u>Residential</u>					
<u>1</u>	<u>Grove Landing, Section 5 (64 Single Family Homes)</u>	<u>64</u>	<u>55</u>	<u>86%</u>	<u>No change</u>
<u>2</u>	<u>Brighton Landing, Section 2</u>	<u>68</u>	<u>60</u>	<u>90%</u>	<u>No change</u>

	<u>(67 Single Family Homes)</u>				
<u>3</u>	<u>Highland Hills, Section 2</u> <u>(32 Apartments in 4</u> <u>Buildings)</u>	<u>32</u>	<u>25</u>	<u>78%</u>	<u>No change</u>
<u>4</u>	<u>McCoy's Creek Section 6</u> <u>(53 Single Family Homes)</u>	<u>49</u>	<u>38</u>	<u>72%</u>	<u>No change</u>
<u>5</u>	<u>Deer Hollow Section 2 (110</u> <u>Single Family Homes)</u>	<u>105</u>	<u>43</u>	<u>39%</u>	<u>No change</u>
<u>6</u>	<u>Caroleton, Phase 2</u> <u>(73 Single Family Lots)</u>	<u>73</u>	<u>72</u>	<u>99%</u>	<u>No change</u>
<u>7</u>	<u>Caroleton Phase 3 (103</u> <u>townhomes)</u>	<u>42</u>	<u>=</u>	<u>=</u>	<u>No change</u>
<u>8</u>	<u>Robin Landing Townhomes</u> <u>(47 Townhomes)</u>	<u>8 bldgs.</u> <u>(35 units)</u>	<u>7 bldgs.</u> <u>(32 units)</u>	<u>68%</u>	<u>No change</u>
<u>9</u>	<u>Brighton Woods</u> <u>Townhomes Section 2</u> <u>(66 Townhomes)</u>	<u>37</u>	<u>15</u>	<u>23%</u>	<u>No change</u>
<u>10</u>	<u>Brighton Park Apartments</u> <u>(134 Units in 29 Buildings)</u>	<u>130</u>	<u>=</u>	<u>=</u>	<u>No change</u>
	<u>Number of Renovation</u> <u>Permits Issued</u>	<u>40</u>			
	<u>Number of New</u> <u>Construction Permits</u> <u>Issued</u>	<u>1</u>			
	<u>Total Number of Permits Issued</u>	<u>41</u>			
	<u>New Business Licenses Issued: 1</u>				
	<u>Renewal Business Licenses Issued: 4</u>				

Citywide Projects

Pump Stations

- All pump stations and accompanying force mains are online except for Butler Creek; station start-up is being scheduled.
- Both contractors are nearing completion on punch list items.
- Waterline on Milton Hitt Rd. is complete and call waiting on Columbia County to install meter and tie in

Public Information Officer

- Posted alerts for inclement weather and road/facility closures to social media and City website
- Attended 5/9 meeting with Public Works to address departmental issues on City website
- Attended 5/9 virtual meeting for branded phone application platform

- Made various updates to City website
- Documented 5/9 City Council meeting and highlighted employees/citizens recognized by Grovetown on social media
- Consulted with Utility Billing on developing Bulk/Yard Waste schedule for the colorblind
- Coordinated members of local media for mayoral press conference
- Attended 5/11 staff meeting and updated department heads on social media analytics
- Donated box fan to local citizen
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- ***Planning Commission Meeting: May 19th, 2022, at 6PM in Council Chambers at City Hall***
- ***Red Cross Blood Drive: May 14th at Liberty Park from 8AM-4PM***
- ***Queen Diva's Line Dance Class: May 21st and June 11th from 12PM-4PM***
- ***Council Work Session: May 26th, 2022, at 6PM in Council Chambers at City Hall***
- ***Board of Zoning Appeals Meeting: June 2nd, 2022, at 6PM in Council Chambers at City Hall***
- ***Grovetown Summer Jam: June 25th at Liberty Park from 5PM-10PM***

Closing Comments

On Monday, we will meet with officials from Georgia Power/Southern Company regarding our decorative streetlight project. Thanks to all our elected officials and employees for their hard work.

Gary E. Jones, Mayor

